Information Technology Advisory Board
NOVEMBER 26, 1997
MEETING MINUTES

ATTENDEES:

Lew Davison, Chairman	Joyce Backes	Mike Benzen
John Bluma	Matt Blotevogel	Pat Brooks
Sam Foursha	Mary Garrison	Jan Grecian
Gina Hodge	Rita Kerperin	Carol Knight
Don Lloyd	Rick Moore	Paul Peterson
Richard Pierce	Betty Rottmann	Virginia Rowe
Cindi Rutherford	Dave Schroeder	Jim Schutt
Larry Seneker	Don Slinkard	Gerry Wethington
Chris Wilkerson	Mary Willingham	

OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on November 26, 1997 in the Interpretive Center of the Secretary of State's Office. He called for any revisions to the proposed agenda and mentioned we have added item 14 -ITAB Committees since the minutes and agenda were previously distributed. He welcomed everyone to the meeting.

APPROVAL OF MINUTES

1. Approval of the October 22, 1997, Information Technology Advisory Board Meeting

Minutes

Lew asked for additions, deletions or corrections to the October 22, 1997 ITAB meeting minutes. Gerry Wethington made a motion, seconded by Betty Rottmann that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Mike reported as follows:

a: Tech Chek - A presentation was made, interest was expressed and a statewide contract was signed costing OIT $12,000 per year. When a test is given, it costs an additional $50 per test for grading. He checked with the ITAB members to see if there would be adequate use to warrant continuation of the contract. A number of the agencies expressed an interest.

b. Prime Vendor - Mike indicated we are seriously beginning to look at statistics, i.e. time lapse between order date and shipped date, etc. It became apparent from the meeting yesterday, that most of the orders are being shipped rather quickly. A number of the problem orders appear to have insufficient descriptions and/or no part numbers. They are having difficulty determining what

product is needed. Prime Vendor is going to fax copies of these orders to Purchasing. This should help to track where the problems are originating.

ACTION REQUIRED: None - informational.

2. SAM II Update (Jim Schutt)

Jim provided an update on the SAM II project. The Steering Committee met and chose to implement the financial and purchasing package first and later move into the payroll systems. They are setting up focus groups in the various areas of purchasing, accounting, personnel, etc. These groups will start by working on policy issues. All agencies should have representation in these areas. As far as architecture is concerned, you will have access to different options , i.e. wide area network through mainframe at the State Data Center, with server software on individual PCs. Others, like MoDOT, are going the true client server approach, so there are several different approaches.

Questions also arose on submitting budget requests by the various agencies for funding SAM II. Jim did not foresee this to be a problem.

Lew mentioned since SAM II involves all agencies, he would like to include the "SAM II" update as a monthly feature on the ITAB agenda. Jim agreed to provide a monthly update.

Lew indicated he would also contact the contractor, AMS, to invite them to a future meeting to discuss electronic commerce.

Chris recommended anyone who has not had opportunity to review the technical architecture booklet developed for the SAM II project should take the time to review.   He highly recommended the booklet.

ACTION REQUIRED: None - Informational. Also SAM Update will become a regular feature on the monthly agenda. Lew will contact AMS to invite them to speak on electronic commerce.

3. Software Standard (Chris Wilkerson)

Chris mentioned he has a meeting scheduled for later today with Lew to further discuss results of the meeting at the Rickman Center and get his input into the agenda for the next Software Standards meeting which he is setting up for mid-December. Anyone who would like to add a representative or, possibly change membership on the Committee, should provide the name to Chris.

ACTION REQUIRED: None - Informational. Chris will schedule meeting.

4. Year 2000 (Dave Schroeder)

Dave mentioned the year 2000 program appears to be moving along pretty well. He again asked the agencies to try to work with the consultants and provide information and/or access to programs as quickly as possible.

He also reported he and Mike attended a federal/state summit in Pittsburgh. Standards were adopted at this level and he is hopeful that similar standards can be adopted at the state level here in Missouri. Mike mentioned it became apparent that continued dialog was necessary between the states and federal agencies. He was also notified yesterday that he was selected by NASIRE to serve on a states team, along with representatives from Washington and Tennessee. A similar group has been appointed by the federal agencies.

He also mentioned he is in need of receiving monthly progress reports from all the agencies. Reports will be issued on a monthly basis.

Jim Schutt mentioned some questions were raised about the PARS program not being Year 2000 compliant. He is happy to report it is Year 2000 compliant.

ACTION REQUIRED: None - Informational.

5. Data Center Consolidation (Gerry Wethington)

Gerry reported the Highway Patrol and DOLIR consolidation with the State Data Center is scheduled for December 13-14 with an alternate date of January 9. They have resolved the problems with the CNT box and feel it is now running acceptably . He does not feel it is in a mode that is acceptable for the long term. Presently the management control agreement and service level agreements are being reviewed by the Patrol's senior management and they should be signed by the end of next week.

Jim Schutt questioned the consolidation date and referred to a memo from OA that indicated they need two months lead-time prior to consolidation. After a lengthy discussion, it was apparent the Steering Committee was not aware of this memo and felt the need to schedule a meeting to resolve this potential problem. They also asked for a copy of the memo. Gerry mentioned representatives from OA-Data Center serve on the Steering Committee and felt they were aware of the planned consolidation activities.

Mike and Gerry will meet later to discuss the additional costs incurred for an 8-10 week period which Gerry felt should be borne by CNT.

ACTION REQUIRED: Gerry will schedule a Steering Committee meeting.

Consolidation planned for December 13-14. Mike & Gerry will meet on CNT.

6. Prime Vendor (Larry Seneker)

Larry reported he had little to add to the report previously given by Mike. The monthly meeting focused on problems with incomplete descriptions and part numbers. Purchase Orders will be reviewed for these discrepancies.

ACTION REQUIRED: Informational - none.

7. Help Desk Report (Betty Rottmann)

Betty reported she still doesn't have good statistical information on the Help Desk for DESE. As previously mentioned, the statistics included the Dept. of Corrections, etc. She also mentioned the initial six month period is nearing an end and Management is presently considering whether to renew the contract. She indicated she will share the statistical information with ITAB group when received by her office.

ACTION REQUIRED: Informational - none.

8. Personnel Committee (Joyce Backes)

Joyce reported they are proceeding ahead with the Career Fairs at the colleges and universities. They are also getting closer to having information on the interns available online soon. The Classifications Committee presented the proposed Computer Trainee classification at the November meeting of the Personnel Advisory Committee. From all indication they were receptive to the request and the Board should act on it at the December meeting . Hopefully the position should be available as early as January.

This Subcommittee will continue working on the Technologists classifications. The Information Technology Coalition is continuing work with CMSU on the "fast-track" training for the Trainees once they are on board. A training room is available at the One Elm Plaza location for 20 students.

Several agencies have expressed an interest in this type of basic training for Computer trainees. Social Services has an individual that will be able to administer the Berger aptitude tests. OA Personnel has indicated they too have an individual available to do this. IBM has offered to provide an AS400. Joyce also mentioned the video tape should be available soon. She is hopeful of previewing it at the December meeting.

Jan Grecian distributed a copy of a publication assembled from a larger survey of a group of 6th and 9th grade students in the Jefferson City Schools on their image of information technology professionals. Their graphic, as well as verbal, replies were quite humorous as well as interesting.

Betty reported DESE is working with CMSU on a one -two week computer camp that they would offer at the university. They are looking for sponsorship on this from businesses.

ACTION REQUIRED: Informational - none.

9. Information Technology Education Advisory Committee (Jim Roggero)

Pat Brooks mentioned Jim had another commitment this morning. He indicated that Jim is hopeful of presenting a proposal to ITAB at the December meeting on how we may handle the problem of coordination of training.

Jan mentioned the Committee is also working on an actual physical site for a training facility. The Committee will be discussing this item at their December meeting and may be ready to present their recommendations at the January ITAB meeting.

ACTION REQUIRED: ITEAC report on training coordination in December and recommendation on physical training site at January meeting.

10. Internet/MOREnet (Bill Mitchell)

No report this month.

ACTION REQUIRED: None.

11. Statewide Purchasing Update (Larry Seneker and Dave Schroeder)

Larry mentioned they are meeting with several different vendors relating to virus and security software. He will also be contacting the META group and may have additional information to report at the next meeting.

ACTION REQUIRED: Informational - None.

12. Network Consolidation Study (Mike Benzen)

Mike mentioned Gail is drafting specifications for the next phase and she should be sharing them with the ITAB group in the near future when completed.

ACTION REQUIRED: Gail will provide draft spec for the next phase for review.

13 Internet Technology Group (John Stephenson)

John indicated earlier that he would not be available to attend the meeting today. He indicated he has nothing further to report at this time.

Larry mentioned this group is a working committee and will not be reporting on a monthly basis.

ACTIONS REQUIRED: None

14. ITAB Committees (Lew Davison)

Lew distributed a draft listing of various committee, subcommittees, advisory groups, user groups, etc. He indicated we would review to see if they are active, make sure we know what they are, what their mission is and who chairs the Committee. A revised listing is attached to these minutes.

ACTION REQUIRED: Informational - none.

15. Digital Signatures (Rick Moore)

Rick mentioned the State of Utah has passed legislation and established standards for digital signatures. Several other states have approved legislation on digital signatures. He feels Missouri also needs to seek legal authority in this area and solicited support of both agencies and members of the legislature. A suggestion was made to model the legislation after that in California which was more flexible and indicates digital signatures are recognized and gives an agency authority to set standards and enforce them. Rather than having the legislation too restrictive, it is better to have procedures and rules that can be revised as technology, etc. changes.

ACTION REQUIRED: Informational and support.

16. Introductions (Rick Moore)

Rick Moore introduced Sam Foursha, the new Deputy Director of Information Systems in the Department of Revenue to the ITAB group. Sam is from Nevada., Missouri and has recently retired from the Navy. Lew welcomed Sam to the ITAB.

REPORT ON PLANNED/ACTIVE BIDS

Lew mentioned MoDOT is replacing all our servers and are switching to COMPAQ servers.

We have an order written for approximately 125 servers which amounts to approximately $1.2 million. COMPAQ is doing a special production run for MoDOT. We evaluated several brands and COMPAQ ranked the highest. We also received a very competitive price on these.

REVIEW OF ACTION ITEMS

Lew will contact AMS to invite them to a future ITAB meeting.

OTHER DISCUSSION:

The material for the Annual Report is due in the Information Technology office by December 5, 1997.

NEXT MEETING:

1. The next ITAB Meeting is scheduled for Wednesday, December 17, 1997, in the Interpretive Center of the Secretary of State's office beginning at 8:30 a.m.

Lew Davison

Chairman